

Kitchen Coordinator Job Description – 20 hrs/week

Updated 5.1.24

Department/Section	Hospitality Area
Main purposes of job	<p>1. To purchase foodstuffs and other products to ensure a comforting and welcoming experience for guests. To hold kitchen budget and be accountable to bookkeeper.</p> <p>2. To plan and manage the work-load in the kitchen in conjunction with the Hospitality Coordinator and the Community Meeting.</p> <p>3. To collaborate with the Community Meeting to develop and enhance our education programme.</p>
<p>Key tasks</p> <ol style="list-style-type: none"> 1. Purchasing, stock maintenance 2. Guest meals 3. Health & Safety 4. Sustainability 5. Formal and informal training 6. Working with volunteers 	<p>Ensure that ingredients are always available for both guest weekends and our own education weekends and for the community to cook for themselves at other times.</p> <p>Working with our grower, ensure best use is made of our own produce before buying in supplies. When ordering provisions, focus on local, season and organic.</p> <p>Planning and preparing for guest meals and Braziers own education weekend meals, including arranging for reliable, trained cooks with agreed budgets to service guest weekends. Cook two meals each weekend that there are guests.</p> <p>Be aware of the bookings schedule and ensure preparations for each booking and internal event are made in good time.</p> <p>Liaise with the Community Coordinator to support and enable volunteers and residents when working in the kitchen, through advising, training and skill-sharing.</p> <p>Hold kitchen inductions for volunteers and residents and teach them skills, and keep a record of any training given in the kitchen.</p> <p>Ensure kitchen-related hygiene, environmental health and health & safety is understood and maintained by all. Implement any changes that result from annual environmental health check.</p> <p>Ensure that food handling processes demonstrate best practice: check use-by dates, fridge temperatures, etc.</p> <p>Maintain equipment in the kitchen, including the Aga. Ensure oil supply for Aga is sufficient.</p> <p>Oversee the barn kitchen and ensure losses are replaced. Ensure barn kitchen is checked on the same day which anyone hiring it leaves. Ensure that it is clean, in good order and with sufficient gas supply before the next time it is to be used.</p>

	<p>Together with the Hospitality Coordinator and Hospitality Assistant, ensure composting, recycling and landfill waste management systems in the main house are effective and understood by residents and visitors.</p> <p>Keep up to date with training and continuing professional development.</p>
<p>Key results/objectives</p> <ol style="list-style-type: none"> 1. To ensure satisfied guests give consistently good feedback about meals 2. To live and work in a harmonious, self-managing group 3. To support Braziers' education, research and public benefit 	<p>Liaise with the Community Meeting and delegate tasks amongst the available workforce which will include volunteers and casual workers and may include residents and other community members. Coordinate guest week-end working with Hospitality Coordinator.</p> <p>Attend morning meetings on workdays; be prepared to lead morning meeting at least once a week.</p> <p>Attend area meetings and at least 80% of weekly Community Meetings.</p> <p>Demonstrate a commitment to community living by abiding by our <i>Code of Conduct</i> and <i>Expectations of being a member of the Resident Community</i>.</p> <p>Although it is expected that most of your working hours will be engaged in your primary role, you may at times be asked to support our courses and venue business in other ways, for instance hosting guests and keeping public rooms clean during guest weekends.</p> <p>Our Education Convenor will look to the Community Meeting for support in creating and offering an annual programme of events. Braziers expects all residents and workers to contribute to this.</p> <p>We have periodic open days and all residents and workers are expected to contribute to these.</p> <p>Learn about and help to develop, through the Sensory/ Executive process, the aims of Braziers Park School of Integrative Social Research (BPSISR)</p>
Responsible for staff/equipment	<p>As a community, we are responsible for each other's emotional and physical wellbeing.</p> <p>All residents share responsibility for the furniture, fittings, equipment and other property belonging to BPSISR and for the security of buildings.</p>
<p>Reporting to...</p> <p>Hospitality Team Community Co-ordinator Community Meeting</p>	<p>You will work in collaboration with the Hospitality Area and the Community Coordinator.</p> <p>You will share the responsibility to co-manage effectively through the Community Meeting.</p> <p>You will be employed by BPSISR. The Trustees (Committee of Management) will expect you to complete timesheets and attend periodic review</p>

	meetings. CoM rarely does so, but reserves the right to directly manage your job role.
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Modules associated with this job description

Purchasing module (Kitchen)	Food purchasing (<i>kitchen coordinator</i>)	4 hrs
Purchasing module (Kitchen)	Stocks: ensure ingredients and materials available	

Catering module	Help community to maintain kitchen	16 hrs
Catering module	Plan cooks, meals for guest weekends	
Catering module	Cook guest meals	
Catering module	Volunteer management in kitchen	
Catering module	Formal and informal training	
Catering module	Health and Safety in the kitchen	
Catering module	Daily: ensure correct food handling, fridge temperatures etc	
Catering module	Manage food waste	
Catering module	CPD: keep training up to date	